

WBGU TRAINING CHECKLIST

1. The record library: _____

The DJ should introduce you to the record library and show you how it is set up. Think of some of your favorites and try to find them. It fun and exciting!!!

2. The studio: _____

Learn the do's and don't's of the studio (no food or drink, etc.). The DJ should show you the currents and the CD's and explain the use of currents during a show. Check out other genre's.

3. The transmitter: _____

The DJ should show you how to take meter readings and how to check the light on top of the administration building.

4. The logs: _____

CD log

Transmitter log — how to turn transmitter on and off

Program log

5. The board: _____

Have the DJ show you which knobs go to which record player, CD player, cart machine, or even the cassette player. Also learn how to start them. Experiment with the headphones and feel for the cue position.

6. Cueing up: _____

Fun. Fun. Learn how to cue up records, CD's, cassettes, and carts (even though carts don't get "cued up", they do have to warm up). Learn why you NEVER hit the stop button on the cart machine!

7. EBS Tests: _____

Receiving and Sending

The DJ should show you what happens when we receive an EBS test and how to record it. They should also explain what happens when we send one. (Ask about Jim) The EBS stuff is VERY IMPORTANT!!! Learn how to do it correctly!

8. Weather box: _____

Learn accurate and update weather reports.

DO NOT LOOSE THIS SHEET. MAKE SURE YOU HAVE TWO DIFFERENT DJ'S SIGN IT IN THE PROVIDED SPACES. ONE SHOULD BE AN EXEC! WRITE ALL YOUR IN STUDIO HOURS ON THE BACK OF THIS SHEET!!! THIS IS THE MOST IMPORTANT DOCUMENT YOU WILL GET FROM ME!!!

Jennifer Watts - In-studio Hours

Tues Oct 31, 95

8-9 PM

Boes

Thurs Nov 2, 95

130-200 PM

Boes